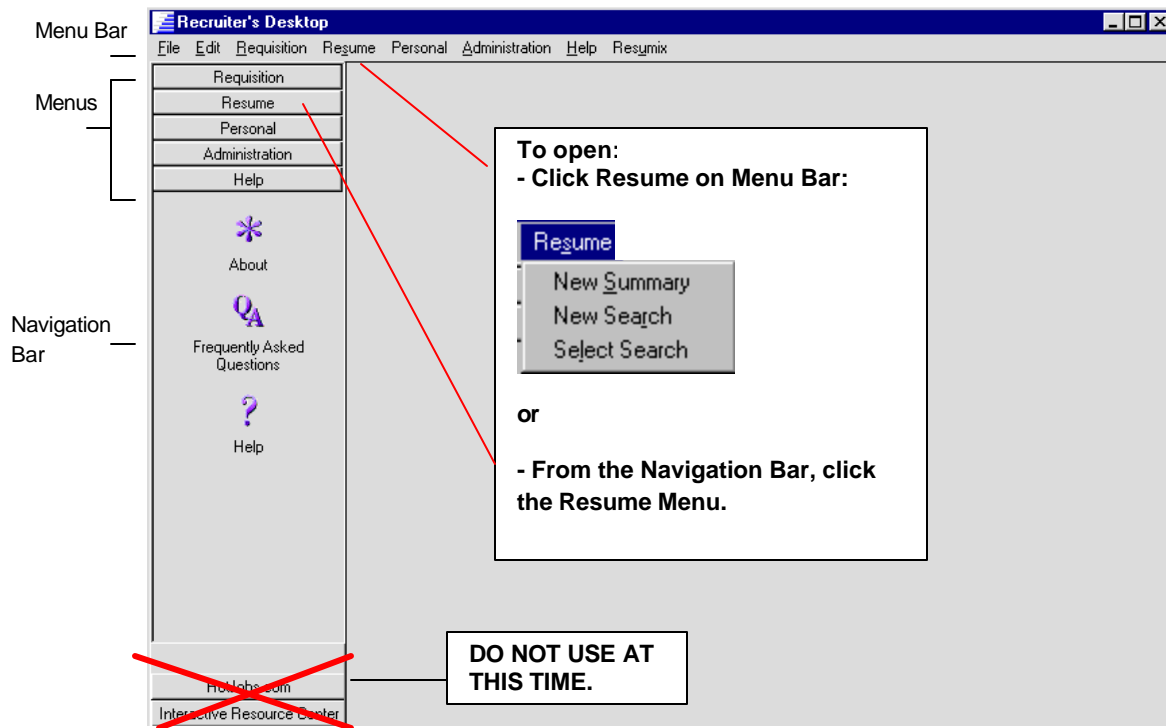# Chapter 5 – Resume Searches

Now that you have announced your job and the announcement has closed, you will need to go into Resumix, open the requisition (Chapter 3), and search for individuals that have self-nominated for your position.

Menu Bar

Menus

Navigation Bar

To open:
- Click Resume on Menu Bar:

Resume
New Summary
New Search
Select Search

or

- From the Navigation Bar, click the Resume Menu.

DO NOT USE AT THIS TIME.

Resume

|	
NEW SUMMARY	Create a new resume summary.
NEW SEARCH	Create a new resume search.
SELECT SEARCH	Select an existing resume search from a list.

Resume Search

One of the following methods will be used to create your Resume Search:

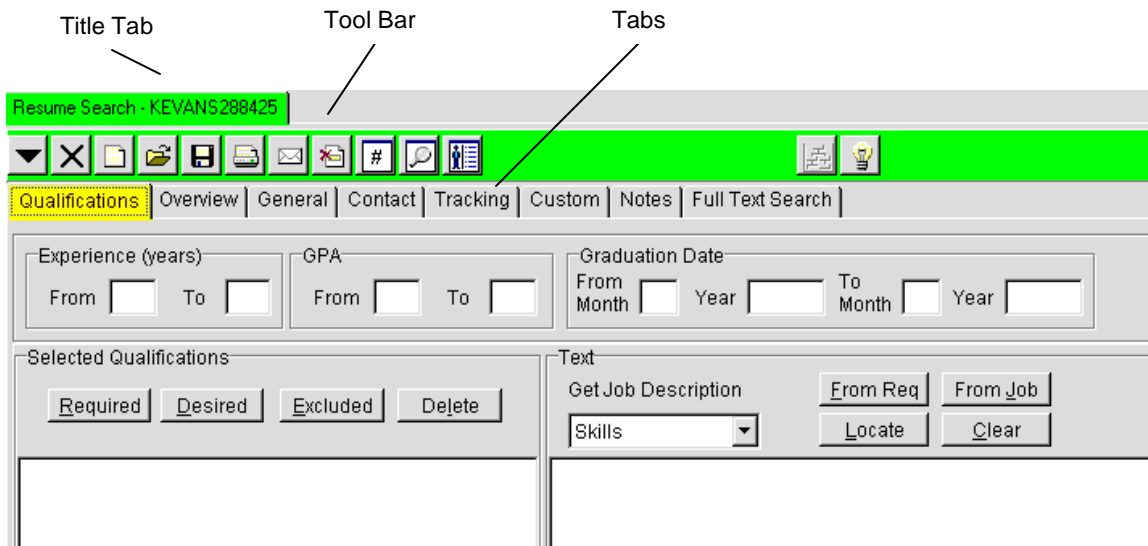● Open your Requisition (Chapter 3) and from the Resume <u>S</u>earch tab of the open requisition, click **<Create New Search>**
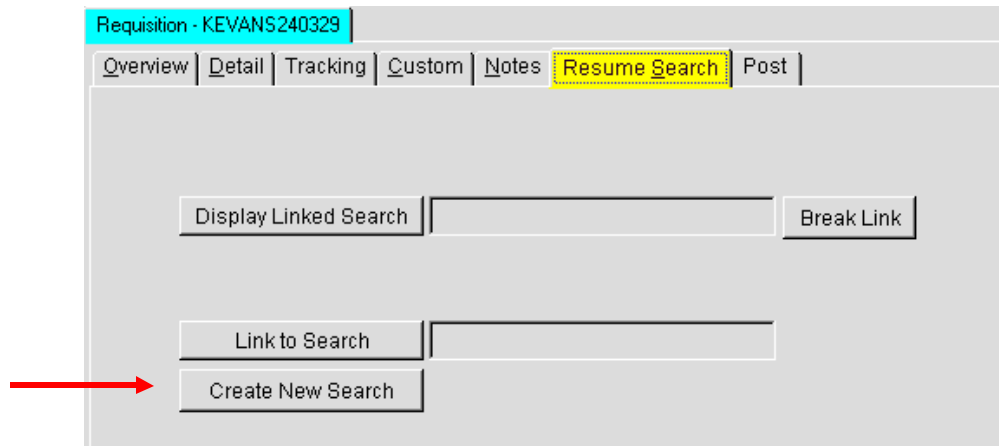
OR

● Select **"New Search"** from the Navigator Bar under Resume Menu.
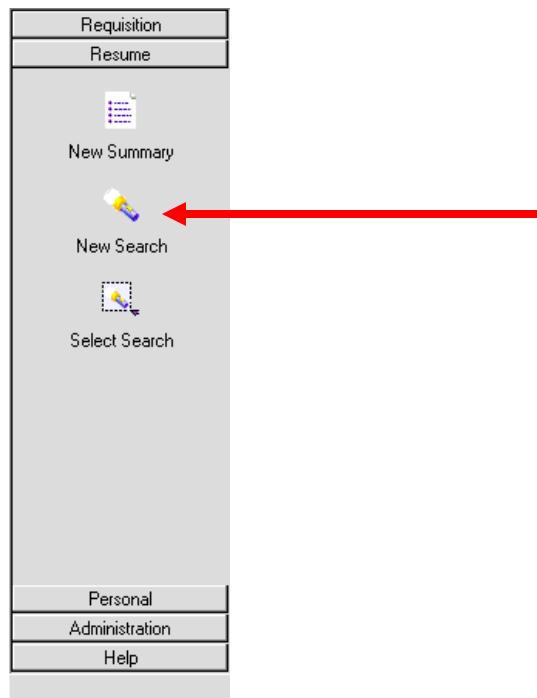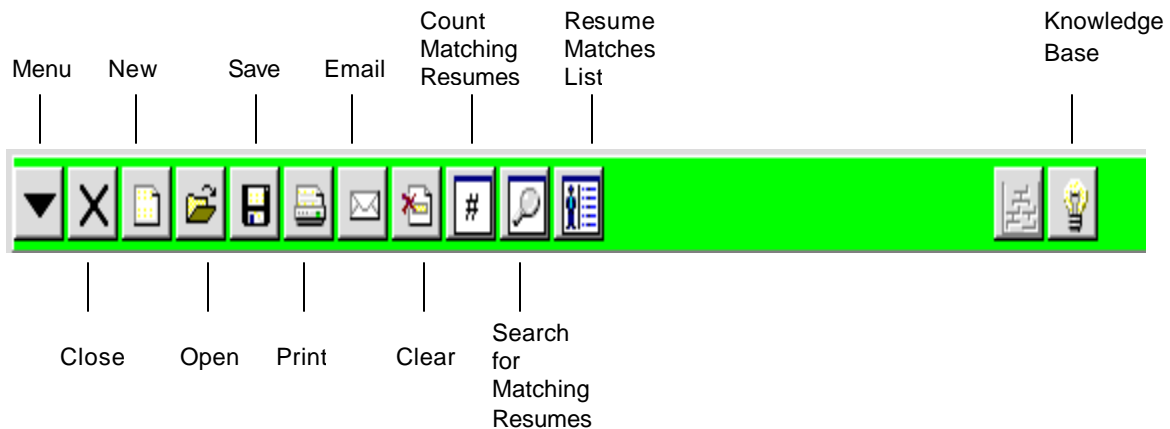
Reviewing the Resume Search Window

You can use resume searches to find all resumes that match specified search criteria.

Let's review the Title Tab, Tool Bar, and Tabs that appear in a **Resume Search** window.

Title Tab: Lets you know what resume search you are currently in.

Tool Bar:

Tool Bar:

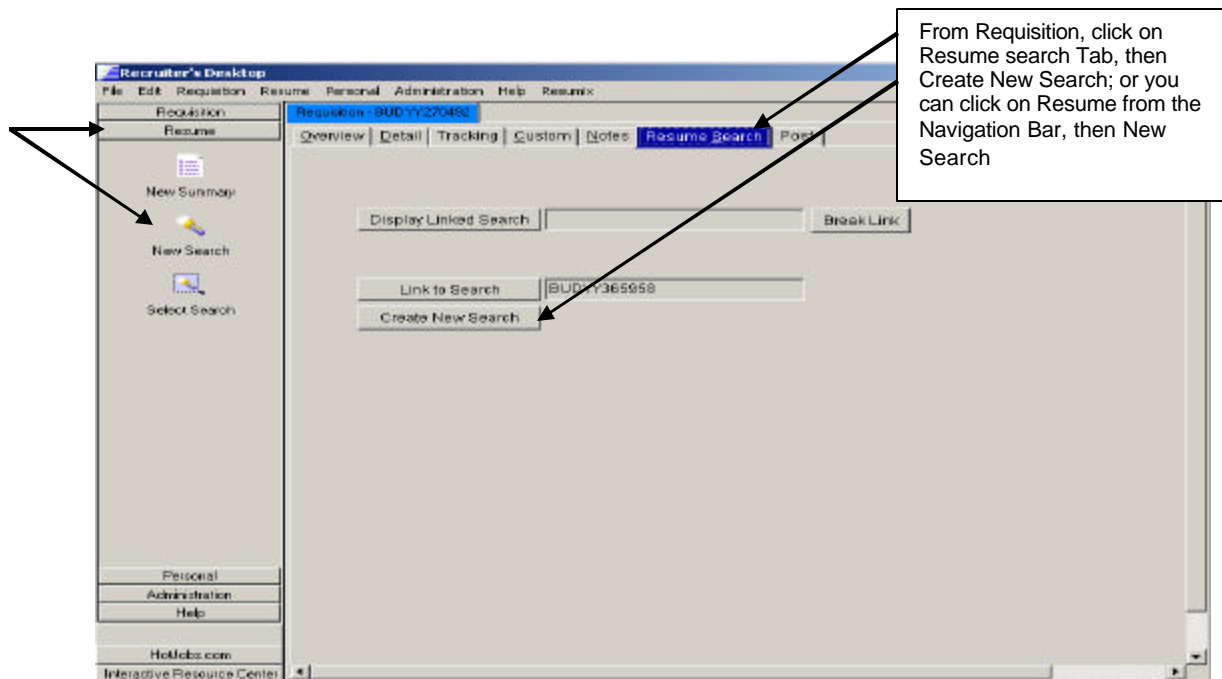| Button…..	Enables you to…..	Or Use Button on Tool Bar…….
File ▸ New Ctrl+N; View ▸ Open Ctrl+O; Search ▸ Close; Help ▸ Clear; Save Ctrl+S; Save As; Rename; Delete; Print Ctrl+P; Email	**New:** Create a new resume search.	
	Open: Open an existing resume search.	
	Close: Close the window you are currently in.	
	Clear: Clear the current search criteria.	
	Save: Save your search and its results.	
	Save As: The ability to copy an existing resume search and save under a different name.	
	Rename: Rename the resume search.	
	Delete: Delete the resume search.	
	Print: Print.	
	Email: Send email.	
File ▸; View ▸ Knowledge Base; Search ▸ Requisition; Help ▸ Resume Matches List	**Knowledge Base:** View the Knowledge Base.	
	Resume Matches List: View the Resume Matches List.	
File ▸; View ▸; Search ▸ For Matching Resumes; Help ▸ Count Matching Resumes	**For Matching Resumes:** Search for matching resumes. Use for new searches.	
	Count Matching Resumes: Count the matching resumes.	

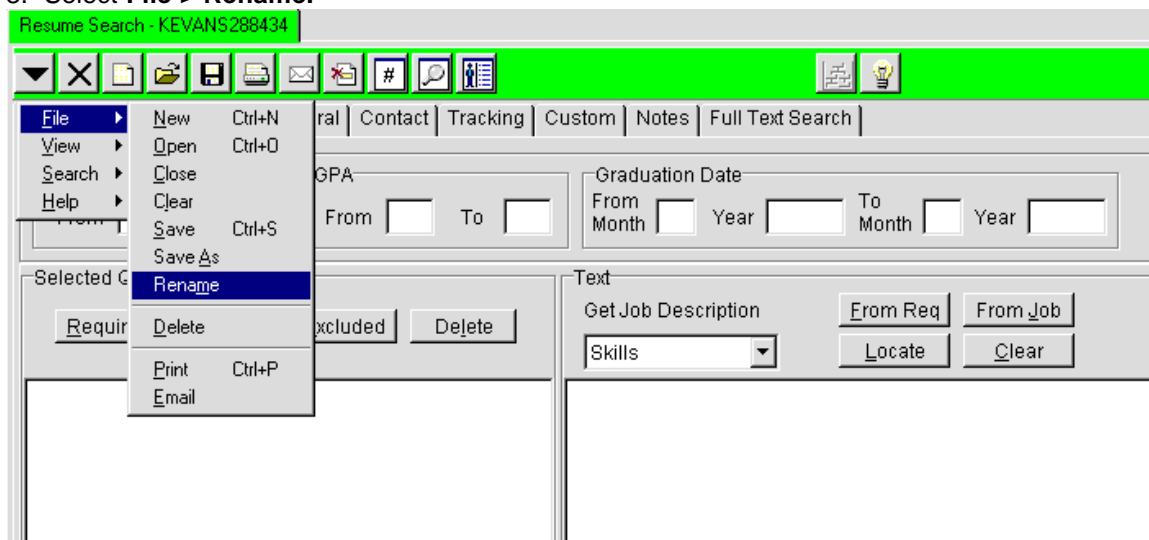## Searching for Candidates Using Self-Nomination

Now that your announcement has closed, you will need to go into Resumix and search for indivi duals that have self-nominated for your position.

The procedures below prepare you to import the match list to the Civilian Personnel Decision Support System (CPDSS) to create a Candidate Referral Roster (CRR).
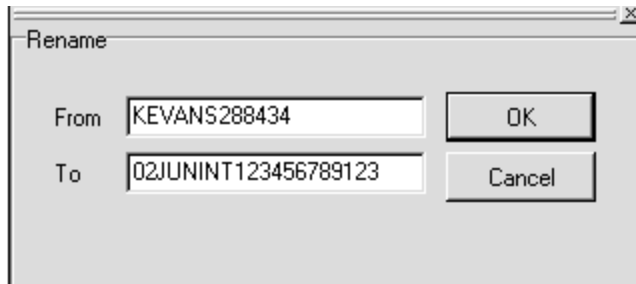
1. Open the requisition (see Chapter 3, Creating and Maintaining the Resumix Requisition).
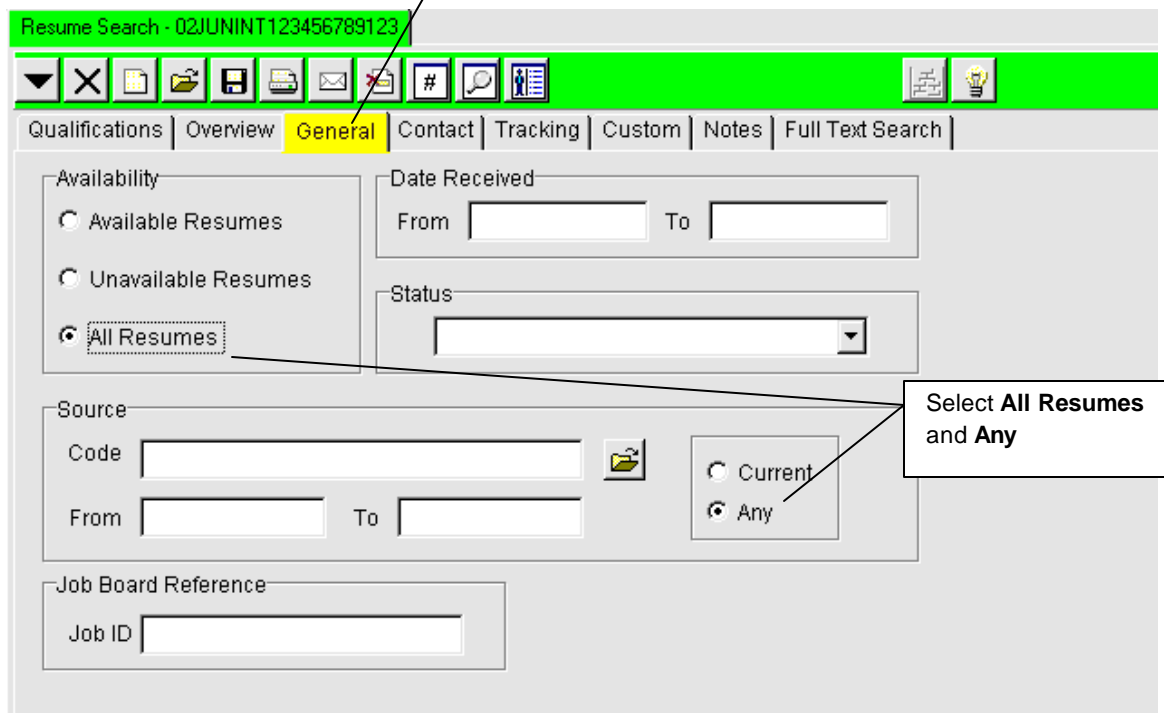
2. Create a new **Resume Search**.

From Requisition, click on Resume search Tab, then Create New Search; or you can click on Resume from the Navigation Bar, then New Search

3. Select **File > Rename.**

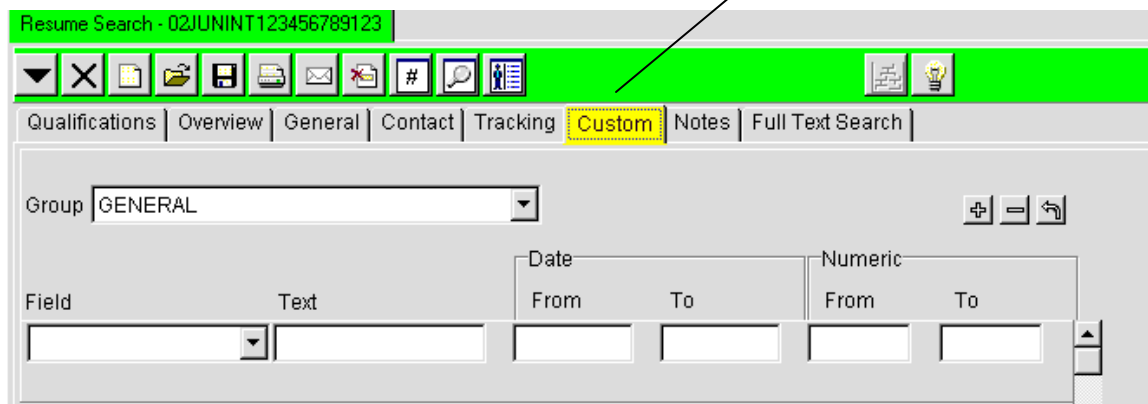4. Rename the Resume Search to match the requisition number. Click **OK.**

5. Select the **General** tab.

Select **All Resumes** and **Any**

6. From the Resume Search Screen, select the **Custom** tab.

7. Under Group, select **Self-Nomination.**

8. Under Field, select **Self-Nomination.**

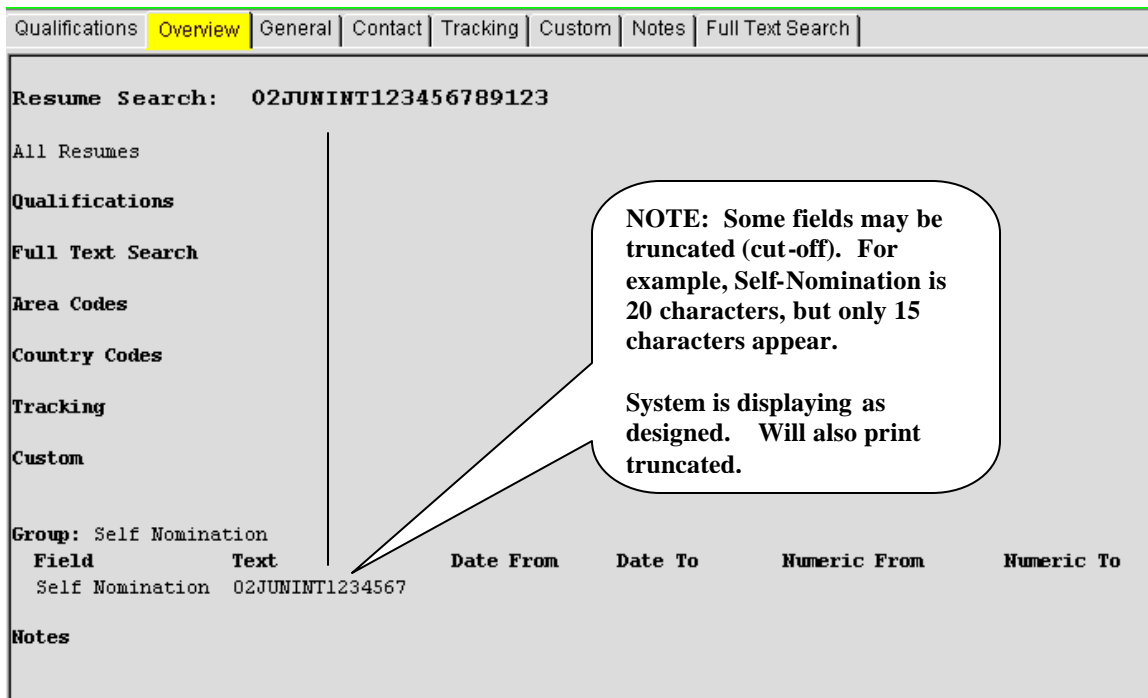Click on the "magnifying glass to create the Resume Match List.

- Enter the **20 characters of the Self-Nomination number.** You can either copy and paste the number into this area or type it manually.

Warning: Be careful when typing the 20 characters. If you type it incorrectly, the applicants self-nominating for your position will not come up on your match list. This field is case sensitive.

9. Before you click the "Magnifying glass" [icon] icon to create your Resume Match List, make sure:

- When you click on the Resume Search overview tab, ensure that only your required self-nomination number is displayed.

| Qualifications | Overview | General | Contact | Tracking | Custom | Notes | Full Text Search |

Resume Search: 02JUNINT123456789123

All Resumes

Qualifications

Full Text Search

Area Codes

Country Codes

Tracking

Custom

> **NOTE: Some fields may be truncated (cut-off). For example, Self-Nomination is 20 characters, but only 15 characters appear.**
>
> **System is displaying as designed.   Will also print truncated.**

Group: Self Nomination

| Field | Text | Date From | Date To | Numeric From | Numeric To |
| Self Nomination | 02JUNINT1234567 | | | | |

Notes

- **Resumix Requisition is Open/Active (make sure it is NOT minimized)**

- Save [icon] your work.

10. Click the "Magnifying glass" 🔍 icon. If all of the systems are up and running, the **Resume Matches** Window will display. The background will be a Cyan (blue/green) color.
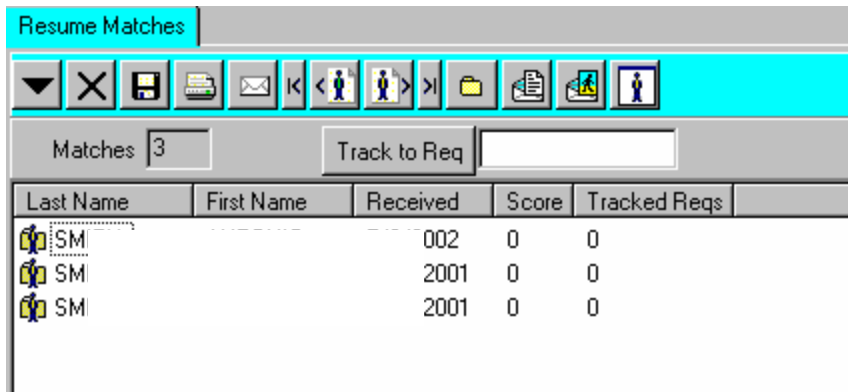
If your resume search contains more than 1000 matches, you will receive the following notice:
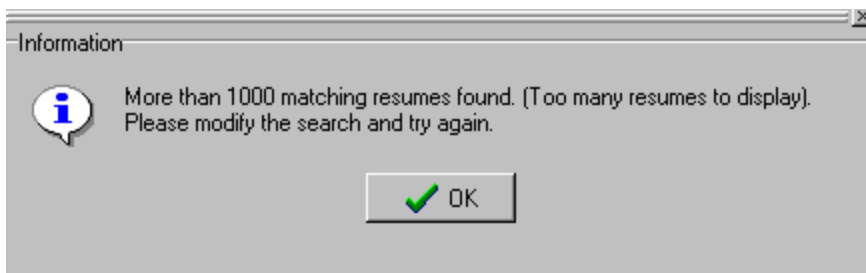
For instructions on how to complete your search when this message is encountered, turn to Appendix B.

Remember…three things will need to be open/active on your desk top in order to capture your match list in CPDSS (see Chapter 6 for more information):

1. **Resumix Requisition (make sure it is NOT minimized)**
2. **Resumix Match List (make sure it is NOT minimized)**
3. **CPDSS**

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